

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER, STAFFORD STREET, BREWOOD
ON THURSDAY 14 DECEMBER 2017 AT 7.30PM

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, J. Carr, R. Dakin, D.M. Holmes, J. Jeffries, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, R. Taylor, L. Tomkins, M. Webb MBE.

IN ATTENDANCE:

District Cllrs J. Bolton, B. Cox, County Cllr M Sutton and PCSO G. Lloyd.

APOLOGIES:

Parish Cllr D. Evans (personal).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no requests for dispensation, as required under the Code of Conduct and determined by the Localism Act 2011.

MINUTES:

The Minutes of the meeting of the Council held on 30 November 2017 were approved as being an accurate record and duly signed.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

228. **PUBLIC PARTICIPATION:**

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issue appertaining to proper Parish Council business. No members of the public wished to speak.

229. **POLICE REPORT:**

Police Report received from PCSO Lloyd stating that there had been one reported incident of residential burglary, three reported incidents of business burglary, no reported incidents of theft of a motor vehicle, two reported incidents of theft from a motor vehicle, two drug related incidents, six reported incidents of violence and seven reported incidents of anti-social behaviour.

Six people had been arrested in connection with a cannabis factory at Wheaton Aston, Clerk's Report referred.

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A silver Vauxhall Corsa had been abandoned in the West Midlands. Occupants of the car had been allegedly responsible for the theft of lead throughout the Parish. PCSO Lloyd urged members of the public to call 101 and report any suspicious behaviour.

Parish Cllr J. Jeffries thanked PCSO Lloyd for holding a police drop-in surgery at Bishop's Wood village hall on Wednesday 13 December.

PCSO Lloyd left the meeting.

MATTERS ARISING:

256** **Traffic Management.** Minutes and recommendations of the Traffic Management Working Party following the meeting held on 21 November, copies circulated prior to the meeting. Clerk's Report referred.

It was resolved that the minutes of the Traffic Management meeting held 21 November be approved. It was further resolved that a meeting for Coven Traffic Management Working Party be arranged for 15 January at 6pm at Parish Cllr J. Carr's house.

30. **Benches Review/ Memorials.** Memorials Policy, copies circulated prior to the meeting.

It was resolved that the Memorials Policy be approved and adopted.

167. **Coven Heath Allotments.**

- To consider amendments to the Garden Rules, copies circulated prior to the meeting.
- To distribute correspondence regarding control of the spread of ulluco viruses to all allotment holders, copies circulated prior to the meeting.
- To arrange a date in early January to undertake an allotment inspection, prior to renewals being sent.

It was resolved that:

- **The Garden Rules be approved in principle. Parish Cllr R. Taylor to make some minor amendments to the wording regarding incinerators.**
- **Correspondence regarding ulluco viruses be distributed to all allotment holders.**
- **The Allotment Working Party Members resolved to arrange a date in early January to undertake allotment inspections, prior to the renewals being sent.**

202. **Cancellation of Remembrance Service.** Reply received from Helen Astley advising that there would be no Remembrance Service until 2019 because 11 November fell on a weekend for 2017 and 2018 as per the wishes of the Leader of the Council. The service was only held at the council offices if 11 November fell on a week day.

Matter of report.

MATTERS ONGOING

The Council received the Matters Ongoing report, circulated prior to the meeting.

29. **Recycling Charges.** It was noted that Mr Littleton had retired from South Staffordshire Council and the Clerk should re-send the letter to Lucy MacDonald.

It was resolved that item 30 be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

230. To consider recording Parish Council meetings. Clerk to obtain quotes for dictation equipment.

It was resolved that the matter be placed on the agenda for the next meeting of the Council. Parish Cllr R. Taylor voted against the decision.

231. Email received from Vanessa Partridge of South Staffordshire Council advising of a free training session providing an introduction to South Staffordshire Community Lottery on Monday 18 Dec 9.00am – 1.30pm at the Council offices in Codsall. A copy of the agenda was forwarded to Parish Cllr M. Alden-Court.

It was resolved that interested Members advise the Clerk.

232. Email received from Mr D. Pattison of South Staffordshire Council advising of South Staffordshire Council's revised Code of Conduct and advising that Parish Councils were welcome to adopt the new code.

It was resolved that Members accept the Code of Conduct recommendations from South Staffordshire Council. Parish Cllr M. Alden-Court abstained from the vote.

233. Email received from Jennifer Lawton of South Staffordshire Council regarding consultation on South Staffordshire Council's Housing and Homelessness Strategy 2018-2022 and asking for feedback; consultation closed at 12 noon on 12 January. Details of the strategy were on South Staffordshire Council's website.

It was resolved that the link be added to the Parish Council website. It was further resolved that South Staffordshire Housing Association be invited to give a presentation to the Parish Council to give an overview of its housing policy.

234. Email received from Heidi Edwards of Brewood Post Office requesting permission to erect a brass plaque at Coven playing field on the fence behind the gym equipment.

It was resolved that permission be granted for Midcounties Co-Operative to erect a 381mm x 244mm brass plaque at Coven playing field.

235. Letter received from Mrs Joanna Monckton expressing her concern about the road from the A5 which leads to Engleton Lane and eventually Stafford Street. She felt that the road was unsuitable for HGVs and drivers should be encouraged to use Claygates Road to enter the village from the A5.

It was resolved that the matter be placed on the agenda for the next meeting of the Traffic Management Working Party.

236. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society minutes for the meeting held 20 November

What's-on at Your Library in January

Staffordshire Parish Council's Association bulletin 7 December

Wolverhampton Magazine December

Notice of Ironman 10 June 2018

237. **DISTRICT/COUNTY COUNCIL'S REPORT:**

Cllr B. Cox reported that the refuse collection team had been running behind due to the bad weather but had worked longer shifts to catch up.

Cllr D. M. Holmes reported that there would be no more green bin collections until mid January. Cllr Holmes had attended SAD Inspection hearing. The Inspector considered ROF Featherstone including highways improvements in the Featherstone area. The National Trust had raised concerns regarding altering the roads around Moseley Old Hall.

238. **CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS (courses/workshops attended):**

The Chairman Parish Cllr R. Dakin reported that on 1 December he had attended the SAD hearing which included site 54 and safeguarded site 055/068, Brewood. Cllr D. Evans had been invited by the Inspector to give his views on the proposed sites, which would be considered when the final decision was being made. Site 086, Coven was also included. The Inspector was aware the site included a public right of way. Site 082, Coven was discussed and a representative from Blackmore Groups should have been in attendance but was not present. It 14 December 2017

was noted that there were a pylons above and near to the site, which needed to be taken into consideration. On 2 December along with Parish Cllr M. Webb MBE, Parish Cllr Dakin visited shops in Brewood and Coven for the Small Business Saturday event. On 4 December he attended the SPCA AGM at Stafford and Chief Constable of Staffordshire Police Gareth Morgan gave a talk on the level and nature of incidents the police had to deal with. The Police dealt with more than 1,400 calls per day with more than 450 emergency calls. There were no plans to make further cuts in Staffordshire and he commended the work undertaken by the PCSOs. There were 26% less Police officers now compared with 2010. Inspector Morgan emphasised the important role which Parish Councils played in assisting them with crime prevention in their area. On 13 December, Community Speed Watch was cancelled due to the weather.

Parish Cllr R. Taylor had attended a Standards and Resources meeting at South Staffordshire Council where the law relating to liability of Members and community governance were discussed. Copies of both reports given to the Clerk.

239. FINANCE REPORT:

The Parish Council received the Finance Report from the Head of Finance, Parish Cllr Janet Carr and resolved the following matters:

1. Income and expenditure approvals list as at 14 December, **be approved.** Income £682.37 and net expenditure £2,717.65.
2. Payment of staff salaries, there being no second meeting of the Parish Council in December, **be approved.**
3. Financial Summary – Cash Book Reconciliations for November, **be approved.** Copies circulated prior to the meeting.
4. The Consumer Price Index (CPI) was 2.8% in October, Members were asked to consider whether or not to apply this increase to rental charges for the financial year 2018-19.
It was resolved a 2.8% increase be applied to rental charges.
5. Members to agree a date week commencing 8 January in order to consider the amount of precept required for the financial year 2018-19.
It was resolved that the precept meeting be arranged for 18 January 2018 at 7pm.
6. Members considered approval of expenditure of £400 for a service offered by South Staffordshire Council's legal team to support the Parish Council in preparing for the new General Data Protection Regulation (GDPR) which would come into force in May 2018. Support would include a visit to the Parish Council to review the information held, assistance with a data audit, drafting of privacy notices and review of the data protection policies. This would ensure that the Parish Council was fully compliant with the new legislation.
It was resolved that the service offered by South Staffordshire legal team be accepted and expenditure of £400 be approved.
7. Application received from the Open Spaces Society for a donation towards its Lost Commons Appeal. Copies of letter circulated prior to the meeting.
It was resolved that the Parish Council donate £50.00 to Open Spaces Society towards its Lost Commons Appeal. Parish Cllr M. Alden-Court abstained from the vote and Parish Cllr A. Pupino voted against the resolution.

11. **Appointment of the Internal Auditor.** The internal auditor would carry out his interim inspection on Friday 15 December.

Matter of report.

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98.3 **Ramp for Disabled Access Brewood Scout Hut.** Members considered the grant application of £250 from 2nd Brewood Scouts Group for the provision of a ramp at the Scout headquarters in Deansfield Road, Brewood. Copies of the quotes and covering letter circulated prior to the meeting.

It was resolved that a grant of £250.00 be approved. Parish Cllr R. Taylor abstained from the vote.

72. **Boundary Fence, Engleton Lane Playing Field.** A quote of £5,764.98 had been received to provide 180m of 1800mm high mesh security fencing.

It was resolved that the quote be included as a capital item in the forthcoming budget for 2018-19 at the Precept meeting.

221. **Cover, Sandy Lane WC.** Caretaker/Janitor annual leave from 24 December to 2 January inclusive. As resolved at the meeting held 30 November, Mr J. Cooper had advised that charges were £15 per hour. The total cost would be £150.

It was resolved that Parish Cllrs M. Sambrook and R. Taylor would manage Sandy Lane W.C. The W.C. would not be open on Christmas Day.

224. Email received from Mr N. Harvey of Brewood Satellite Rotary Club who organised the Christmas lights event thanking the Parish Council for the grant and acknowledging that the event could not have been put on without it.

Matter of report.

240. **PLANNING REPORT:**

The Parish Council received the Planning Report from Parish Cllr R. Taylor and considered the planning applications received.

Appeal application APP/C3430/Y/17/3175214, 38 Dean Street, Brewood appeal decision dismissed.

241. **PLAYING FIELDS REPORT:**

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field. No inspection was undertaken due to the snow. Parish Cllr M. Sambrook advised that she would submit a written report.
- Brewood playing field and skateboard park. No report received from Parish Cllr D. Evans.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that all the equipment was working well.
- The Bront. Parish Cllr G. Sibley reported that all pathways were useable, albeit very muddy.

242. **CLERK'S REPORT:**

The Parish Council received the written report of the Clerk and noted its contents.

ANY OTHER MATTERS OF REPORT:

Items for inclusion on the next agenda:

The Clerk requested that Members consider whether to continue the current practise of minute taking or move to documenting just the resolutions.

Road safety along Ivetsey Bank Road footpath.

The Chairman Parish Cllr R. Dakin wished everyone a merry Christmas and happy New Year and invited them to join him at The Royal British Legion after the meeting.

There being no further business, the meeting ended at 9pm.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 DECEMBER 2017**

POLICE REPORT

Email received from Michael Lowe of Staffordshire Police reporting that six people had been arrested in connection with a cannabis factory at Wheaton Aston. Drugs worth £1.5m were found.

MATTERS ARISING

256 Traffic Management Minutes**

Brewood. Following the meeting I was asked to contact Mark Keeling to clarify how he knew there would be no support from residents (to double yellow lines in Dean Street). His response was as follows: 'The Cllr would be quite right, we don't actually know the outcome of a survey as no surveys have been undertaken recently. However, with experience and having had oversight of the previous traffic order we believe there will be some objection to potential restrictions that would displace residents' vehicles from outside their properties. Whilst there are no current plans to undertake a survey, it cannot be ruled out and this is something I will discuss with Cllr Sutton at the earliest opportunity'.

Matter of report.

Coven. A date for Coven Traffic Management Working Party to be arranged.

MATTERS ONGOING

Copy of letter from Staffordshire County Council to South Staffordshire Council advising of its intention to dispose of Brewood Area Youth & Community Centre in Deansfield Road, Brewood which is included on the list of Assets of Community Value.

Matter of report.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 14 DECEMBER 2017

Application No	Applicant's Name	Proposal	Comments
17/00716/FUL	Mr P. Brar	Replacement dwelling. Sunnydale Dark Lane, Cross Green.	No objection.
17/00993/FUL	Mr G. Hartland	New stable block to mirror existing and form a traditional farm courtyard. Bishop's Wood House, Kiddemore Green Road, Bishop's Wood.	No objection.
17/01015/FUL	Mrs S. Young	Conservatory to side elevation of domestic property (retrospective). 10b Shop Lane, Brewood.	No objection.
17/01034/FUL	Mr D. Dungar	Erection of detached two bed bungalow with parking off existing access. 12 Kiddemore Green Road, Brewood.	Objection. Encroachment beyond the building line, which would set a precedent for further development in the Green Belt.
17/01035/FUL	Ms S. Garbett	Two storey extension to side and rear. 43 Kiddemore Green Road, Brewood.	No objection.
17/01040/FUL	Mr S. Bates	Steel portal-framed, open-fronted canopy building. Air Liquid Homecare Limited, Charles House, Enterprise Drive, Four Ashes.	No comment.
17/01060/AGRRES	Mr W. Toon	Building is located on the north of the area of land owned, nothing is being proposed other than interior changes to make a habitable dwelling with two bedrooms. No external modifications of extensions will be made other than to repair and restore where necessary. The planning application document, specifically the 'planning statement' has more information on what we propose. Rose Hill, Watling Street, Stretton.	Objection. Problems of access and egress on to a major road (A5).
17/01072/FUL	Mr D. Roseblade	Demolition of existing workshop, proposed new dwelling and external works. Variation of dwelling design only of planning approval 17/00341/FUL. Lilac Cottage, School Lane, Coven.	No objection.
17/01075/LBC	Mr & Mrs Giffard	Installation of five strengthening ties immediately below 1st floor level in the west range of the stable buildings to improve the structural integrity of the building. The steel plates at each end will be of similar shape and profile to existing wrought iron plates around the complex. Chillington Estate, Chillington Park.	No objection.